

Electronic Assignment Submission Guide

From the Course Home Page, the Assignments section from the sidebar menu will bring up a complete list of (posted) assignments for that course.

Click on the Assignment page where you can view the instructions and prepare the assignment for submission.

You can write an assignment in the visual text editor or you can paste text from your word processing program (i.e. Notepad).

Usually, however, you will want to save your document and attach the file below. If there are multiple files, some instructors may request that they be submitted in a single Zip or PDF file.

To attach your file click here.

1. Assignment Information	
Name:	Small Assignment
Instructions	A small assignment
Due Date	June 23, 2009 7:00:00 AM EDT
Points Possible	10

2. Assignment Materials

Submission

Visual Editor ON

Normal Times New Roman B I U abc x²

You can write an assignment in the visual text editor. Or you can paste text from your word processing program (i.e. Microsoft Word). This editor will preserve basic formatting such as

- Bold
- Italics
- Indentation
- And Lists

Usually, however, you will want to save your document and attach the file below. If there are multiple files, some instructors may request that they be submitted in a single Zip file.

Path: body

Attach File [Browse for Local File](#)

Attached files	File Name	Link Title

Comments

Files have been submitted as a single Zip file

You have the option to rename the attachment (Link Title) or, if you have made a mistake, choose “Do not attach” and pick a different file.

File Name	Link Title	
Assignment.zip	Small Assignment	Do not attach

You may choose “**Save as Draft**” so you can return to finish the submission at a later time. If you “Save as Draft” your teacher will NOT see the assignment until you come back and submit it. Once you are finished, click the “Submit” button at the very lower right corner of the page to submit the assignment electronically to your instructor.

3. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

[Cancel](#) [Save as Draft](#) [Submit](#)